

Arlington Cultural Council Minutes
Monday, September 21, 2015
Arlington Sr. Center, 7:30 pm

Present: Karin Blum, Jeff Timperi, Suzi Lubar, Joe Burns, Scott Samenfeld, Elisabeth Taylor, Merli Guerra, Nilou Moochhala

Visitors: Lauren Richmond, Mark Sandman, Sherry Greene

Meeting called to order at 7:32pm

ITEM 1 Approval of August minutes

The August minutes were unanimously approved without revision.

ITEM 2 RFPs, Grants Review, and Treasurer's Report

Grant Number	Grant Recipient	Status
01	Legendary Locals of Arlington (Barbara Goodman and Marjorie Howard) – a 128-page book. \$800	Book released 12/7, need to submit RFP.
04	Family Dance at Robbins Farm (Folk Arts Center of New England) – educator Marcie Van Cleave. \$550	Jeff B should contact about submitting RFP.
13	"A Chance to Dress" (Alice Bouvrie) – Film about Dr. John Southard, MIT professor and geologist. \$600	Showing scheduled for 12/2 at Robbins Library. RFP will be paid.
23	Two to Tango – A one hour, two-person play in two acts. \$450	Complete, need to submit RFP, Elisabeth talked to them today.
24	Dallin Art Museum-Arlington Public School Days. \$750	Complete, need to submit RFP, Elisabeth will contact them.
27	Philharmonic Society of Arlington Outdoor Summer Concert – Classical music concert for all ages. \$1,200	RFP received.
31	True Stories of Environmental Citizen Action (True Story Theater) \$800	Need to submit RFP, Joe will contact them.

ITEM 3 Grant Cycle Business

Elisabeth has been publicizing the grant cycle. She sent a press release to the major news outlets and the ACC email list. She has also requested that Scott put the full press release on the ACC website.

Elisabeth and Nilou led the grant cycle information session on 9/16/15. Jeff B also attended. There were nine other attendees, and the meeting was held in a conference room on the 2nd floor of the senior center. Nilou spoke about what it takes to come up with a good proposal. Elisabeth did not have an internet connection, but had handouts of the slides that she went over. She also had handouts of the press release containing important URLs. Elisabeth followed up with email thanking the attendees for coming and sending notes about what was discussed. The discussion stressed the budget, being as detailed as possible, getting permits, and having plans for publicity. Arlington Author Salon was not able to attend, but contacted Nilou after the session. Elisabeth suggests putting the Luminarium proposal on our website as another example in addition to the sample that is currently there.

Suzi has confirmed the following dates and locations for grant cycle meetings:

- 11/4/15 7-8:30pm Applicant presentations, Town Hall hearing room
- 11/5/15 7-8:30pm Applicant presentations, Town Hall hearing room
- 11/15/15 1-5pm Grant Deliberations, Jefferson Cutter House

ITEM 4 Town Day Debrief

Overall, Town Day went very well. Decorating the booth with postcards and posters pulled people in. Leftovers from April reception were used. Stickers were a big hit with kids. Overall a good crowd. Council might consider buying a canopy for future use, and should ask grantees to bring materials to the April reception so that leftovers can again be used for Town Day. Karin is happy to lend the council her table next year.

ITEM 5 Report on Networking Event

Elisabeth and Jeff B. attended the MCC Meet and Greet networking event for local cultural councils at the Concord library. Elisabeth suggests we do a joint event with another nearby council. She feels that it is useful to meet and brainstorm with other councils. Karin would like to re-visit the idea in December or January.

ITEM 6 Mail systems benchmarking request

Looking for someone to talk to a few other lccs to see how they handle their mailing lists. ACC is trying to decide whether to use Mail Chimp or Vertical Response. Merli volunteered to take on the task.

ITEM 7 New Business

- Save the date: Feb 10 is a gathering of local cultural councils sponsored by the MCC at the State House. It will be held in the morning.
- To suggest an agenda item for a monthly meeting, send it to co-chairs by the first of the month.

- Suzi will add Merli and Nilou to dropbox and ACC contact list.
- Nilou will break down the library display at the end of the month.
- Suzi will email visitors with prospective new member information
- Suzi will reserve meeting rooms for 2016

Upcoming Events

- Oct 15 - Application deadline
- Oct 19 – ACC Meeting (will include distribution of grants)
- Nov 4 & 5 - Grant applicant presentations
- Nov 15 - Grant deliberations
- December 14 – ACC Meeting